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PARKS & RECREATION

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Meeting of the
DOUGLAS COUNTY PARKS & RECREATION ADVISORY BOARD
P.O. Box 218
Minden, NV 89423
Phone: (775) 782-5500 Fax: (775) 783-6457

ADVISORY BOARD MEMBERS

Gary Dove, **Chairperson**	Brook Adie	Staff Representative
Debra Lang, **Vice Chairperson**	Ryan Stanton	Staff Representative
Kelly Gardner	Amanda Reid	Staff Representative
Brenda Robertson	Geoff Bonar	Staff Representative
Melissa Ward	Scott Doerr	Staff Representative
Cherise Smith	Cody Logan	Staff Representative
Markus Zinke	John Heldman	Staff Representative
Nathan Tolbert, **Commissioner Representative**	Harvey Pegram	Staff Representative
	Georgianna Drees-Wasmer	Staff Representative

AGENDA FOR THE MEETING OF THE PARKS & RECREATION ADVISORY BOARD

Date: December 1, 2026 **Time: 5PM – 7PM**

Board Meeting Location: Douglas County Community and Senior Center
1329 Waterloo Ln
Gardnerville, NV 89410

1. **OPENING**
   a. Call to Order and Roll Call.
2. **APPROVAL OF THE MEETING AGENDA FOR DECEMBER 1, 2026.**
3. **APPROVAL OF PREVIOUS MEETING MINUTES FROM NOVEMBER 3, 2026.**
4. **PUBLIC COMMENT.**
   (No Action) - This portion of the meeting is open to the public to speak on any topic not on today's agenda and within the jurisdiction and control of the Douglas County Parks & Recreation Advisory Board. Public comment is limited to 3 minutes per speaker. Please go to the podium and state your name for the record before you give your comment.
5. **ADMINISTRATIVE AGENDA.**
   a. Discussion and Possible Action: Fees and Charges Manual
      - The board will have an opportunity to review and approve the final changes to the Fees and Charges Manual.
   b. Discussion (No Action): Staff Reports
      - Staff will have the opportunity to update the board on projects and programs.
   c. Discussion (No Action): Community Services Foundation Updates
      - The board will receive updates on Foundation projects and programs.
6. **PUBLIC COMMENT-DISCUSSION ONLY. NO IMMEDIATE ACTION CAN BE TAKEN.**
   This portion of the meeting is open to the public to speak on any topic not on today's agenda and within the jurisdiction and control of the Douglas County Parks & Recreation Advisory Board. Public comment is limited to 3 minutes per speaker. Please go to the podium and state your name for the record before you give your comment.
7. **REQUESTS FOR POSSIBLE FUTURE AGENDA ITEMS:** No action will be taken on this item.
8. **ADJOURNMENT**

Written Public Comment: To offer public comment before the Parks & Recreation Advisory Board meeting, members of the public may submit public comments via email to the Director at badie@douglasnv.us.

In Person Public Comment: Members of the public may attend the meeting in person at the address listed at the top of the agenda.

Supporting Materials: Copies of supporting material can be requested in person from the Community Services Department, 1329 Waterloo Lane, Gardnerville, Nevada or by calling Brook Adie at 775-782-6246. Electronic copies of the agenda and supporting materials are also available at the following websites: State of Nevada Public Notices Website: https://notice.nv.gov/ Douglas County Meeting website: https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

Notice to Persons with Disabilities: Members of the public who are disabled or require special assistance or accommodations are requested to notify the Douglas County Community Services Department in writing at Post Office Box 218, Minden, Nevada 89423 or by calling 775-782-5500 at least 24 hours in advance of the meeting.

Members of the public may call the Community Services Department at 775-782-5500 to obtain help making public comment using any of the foregoing methods. A copy of the finalized agenda is posted at the Douglas County Community & Senior Center at 1329 Waterloo Lane, Gardnerville, Nevada.

Douglas County
Parks & Recreation Department

Program & Facilities Manual
~~2026~~ 2027

Approved by the Douglas County BOCC
~~11/20/25~~

Table of Contents

Table of Contents 2
Article 1 — Regulations Governing Use of Parks and Recreation Facilities 5
Section 101 – Purpose 5
Section 102 – Application for Use and Scheduling 5
Section 103 – Extended Usage 6
Section 104 – Hours of Operation 6
Section 105 – Rental Periods 6
Section 106 – Priority of Use 6
Section 107 – Damage to County Property 7
Section 108 – Uses Requiring Permits 7
Section 109 – Smoking & Vaping 8
Section 110 – Sale of Alcohol in Park Areas, Facilities, and Buildings 8
Section 111 – Exclusion of Public 8
Article 2 — Parks and Facilities Fees and Deposits 9
Section 201 – Purpose 9
Section 202 – Fees 9
Section 203 – Classification of Facility Uses and Charges 9
Section 204 – Additional Charges Over Basic Rate 10
Section 205 – Refund Policy 11
Section 206 – Refundable Deposits 11
Section 207 – Payment of Deposits and Fees 11
Section 208 – Setup 12
Section 209 – Decorations 12
Section 210 – Security 12
Section 211 – Liability Insurance 12
Section 212 – Donations in Lieu of Fees 12
Section 213 – Fees and Deposit Schedule 13
All Park Facilities — Tournament Fees 13
All Park Facilities — Field Use Fees 13
Banners / Advertising 13
Tennis Court Rentals 13
Other Facilities / Uses 14
Fairgrounds 14

Main Arena & Concession 15
North Arena 15
Herbig Park 16
Johnson Lane 16
Kahle Park 16
Lampe Park 16
Model Airplane Complex 16
Ranchos Aspen 17
Skate Facility 17
Shooting Range 17
Stodick Park 17
Topaz Lake Park 17
Camping Charges 17
Season Pass 18
Day Use Charges 18
Storage Charges 18
Topaz Ranch Estates 19
Warrior Way — Park and School District Parking Fees 19
Zephyr Cove Park 19
Kahle Community Center 20
Gymnasium 20
Douglas County Community & Senior Center 20
Pickleball Court Rentals 21
Gymnasium (Tournaments / Club Events / Lessons) 21
DCCSC & KCC Pass Rates 22
DCCSC Supplemental Rock Wall Membership 22
General Facility Policies 23
Pass Cancellation and Refund Procedure 23
Payment Schedule / Installment Plan Declined Transaction Procedures 24
Miscellaneous Charges 24
Article 3 — Fees for Recreation Programs Offered and Supported by Douglas County Parks and Recreation Department 26
Section 301 – Purpose 26
Section 302 – Programs: Adult Activities, Trips, Leagues, and Tournament Fees 26
Section 303 – Programs: Youth Activities, Trips, Leagues, and Tournament Fees 26

Section 304 – Restriction on Program Sizes 26
Section 305 – Program Registration 26
Section 306 – Early/Regular Registration and Additional Charges 27
Section 307 – Financial Assistance, Discounts, and Scholarships 27
Section 308 – Credit or Transfers 27
Section 309 – Program Refunds 28
Section 310 – Non-Sufficient Fund Checks & Declined Automatic Debits 28
Section 311 – Satisfaction Guaranteed 29
Section 312 – Program Promotion 29
Article 4 — Sale of Food, Beverages & Sundries 30
Section 401 – Purpose 30
Section 402 – Fees 30
Article 5 — Document Reproduction 31
Section 501 – Purpose 31
Section 502 – Duplication Services 31
Section 503 – Exemption of Document Reproduction Fees 31
Article 6 — Fingerprinting 32
Section 601 – Purpose 32
Section 602 – Fingerprinting Services 32
Section 603 – Exemption of Fingerprinting Services Fee 32
Article 7 — Donations 33
Section 701 – Purpose 33
Section 702 – Receipt and Tracking of Donations 33
Article 8 — Lincoln Park Lake Tahoe Buoy Field 34
Section 801 – Purpose 34
Section 802 – Application Procedure for Use Permit at Lincoln Park Lake Tahoe Buoy Field 34

Article 1 — Regulations Governing Use of Parks and Recreation Facilities

Including parks, recreation buildings, and special event areas.

Section 101 – Purpose

The Parks and Recreation Department administers various facilities for use by a variety of groups, for a range of purposes. Article 1 serves to define fees and deposits, as well as procedures for use.

A number of conditions were used in establishing this Article:

(1) Youth activities need to be supported and subsidized to ensure an open and inviting facility for healthy community recreation. To accommodate this commitment to youth, fees for youth activities are either very low or assessed to cover costs.

(2) Adult activities are subject to fees, as they have a greater capability to support monetarily the County program in providing the recreation service.

(3) Provision of a full range of class descriptions for fees to allow youth-oriented community organizations to maximize their fundraising efforts in support of youth.

(4) All requests are subject to Parks and Recreation Department priority ranking to ensure delivery of the recreation service.

(5) To ensure continued security of park and recreation facilities, deposits and insurance requirements will be required according to the schedule provided.

(6) Additional fees will be charged beyond the basic rate when the impact on budget in accommodating the recreation use is beyond normal operations, such as overtime costs.

(7) New and/or significant commercial uses or other uses creating major impacts on park facilities will be reviewed on a case by case basis by the Parks and Recreation Advisory Board, as a recommendation to the Director.

Section 102 – Application for Use and Scheduling

(1) All reservations for use will require payment of the reservation fee and a full and complete deposit (Section 213) to provide incentive for appropriate use of the facility, as well as providing funds for damage and cleaning.

(2) Comprehensive General Liability insurance naming Douglas County as additionally insured on the Certificate of Liability from the customer, will be required for any event when: 1) the event is open to the public, 2) a fee is charged for the event, 3) the very nature of the event and/or the number of applicants require its application, and/or 4) as determined by the Director of Community Services or his/her authorized designee. The minimum limits for the insurance shall be as follows:

$1,000,000 for each occurrence

$1,000,000 annual aggregate

Insurance coverage must include premises and operations, and products and completed operations as a minimum. Further, if alcohol is to be sold, the insurance policy shall include Liquor Liability naming Douglas County as additional insured, with the same aforementioned requirements and minimum limits.

(3) To maximize use of facilities, the Department will require deposits to be assessed at the time of application submittal. The Refund Policy (Section 205) applies to all reservations, regardless of fees or class type.

(4) Depending on the event, the Department may require that security services be provided as a condition of application approval (Section 210).

(5) All applications for use will be made not less than two (2) weeks or not more than twelve (12) months prior to the proposed use of the facility. The Department may approve applications with less than two (2) weeks notice; however, all fees will be required to be paid at time of application submittal. It shall be the sole discretion of the Department to approve applications with less than two (2) weeks notice.

(6) No group or individual may reserve a park area or facility more than four (4) individual times per month, two (2) of which may be weekends (Friday, Saturday, Sunday). Requests for use beyond this frequency are subject to the Extended Usage Policy (Section 103).

Section 103 – Extended Usage

Extended facility usage involving multiple dates within a one (1) month period may be granted for a maximum of twelve (12) months. Because of the number of requests for limited facilities, requests for extended facility usage of ballfields, soccer fields, and Fairgrounds facilities may be subject to a meeting of all affected users before any uses are approved. Other requests for extended facility usage are subject to administrative review and approval, and Section 106 regarding the priority ranking schedule. Reservations are subject to cancellation with fourteen (14) days written notice as provided for in Section 106. When cancellation is necessary, the Department will attempt to relocate the activity. Requests for special events of national or regional significance, beyond twelve (12) months, may be made directly to the Parks and Recreation Advisory Board.

Section 104 – Hours of Operation

Buildings, park areas, athletic facilities and special event areas are available for individual and group use during normally scheduled hours of operation. Additional Charges over Basic Rate (Section 204) will apply for use beyond normally scheduled hours of operation. Indoor private functions will have an exit time of no later than 11:00 pm. Exceptions are subject to administrative approval.

Section 105 – Rental Periods

Minimum facility rental periods are established in Section 213 on a basic hourly rate. Other options available are full calendar day(s) or annual lease periods subject to the Extended Use Policy (Section 103). The time indicated on the application will reflect the actual facility use time which includes setup, tear down, and cleanup. Assessment for additional time beyond the indicated time blocks will be charged based on the hourly basic rate, or as otherwise provided. When the Department closes the facility due to weather or public safety, a full refund will be applied.

Section 106 – Priority of Use

The use of Douglas County facilities is based on a priority ranking.

Groups ranked at a low priority may be subject to rescheduling for Parks and Recreation Department activities with fourteen (14) days written notice. In that event, the County will attempt to relocate the group to another County facility, or issue them a full refund.

Group facility rankings shall be as follows:

(1) Douglas County Community Services Department sponsored activities.

(2) Student groups sponsored by the Douglas County School District.

(3) Youth, family, adult, or senior community recreation activities open to the public, sponsored or conducted by recognized community organizations.

(4) Douglas County governmental agency meetings open to the public.

(5) Douglas County groups or individuals conducting activities which are restricted to its members, or are closed to the public.

(6) Groups conducting religious, sectarian, or political meetings.

(7) Commercial use for financial gain.

(8) Out of County groups or organizations.

Section 107 – Damage to County Property

Individuals or groups causing damage or excessive wear and tear to any building, grounds, fixtures, furniture, or park facility shall be required to reimburse the County for all costs involved to clean, repair, restore or replace the affected area to its original condition prior to the reservation use.

If the damage is extensive, the application and damage report will be reviewed by the Parks and Recreation Department to determine if the applicant will be allowed usage again at a Douglas County Park facility.

Section 108 – Uses Requiring Permits

Designated areas within the Parks and Recreation System may be reserved by individuals and groups. Reservable areas include athletic facilities, group use areas, picnic areas, and buildings. All applications must be signed by an adult who shall agree to be responsible for the use of the reserved area, and regulations as contained in this Article and Title 13 of the County Code. Some applications may be required to comply with the conditions of the Outdoor Festival License Title 5 (Douglas County Code § 5.12) or the State Live Entertainment Tax. No use permit shall be granted if, at the time of the application, there is a conflict with a prior reservation or a Department sponsored event taking place at the same time and place.

Any group consisting of more than twenty-five (25) persons must acquire a permit to use any Park area or facility, as provided in Title 13 of the County Code. Any commercial or personal use for financial gain must also acquire a permit to use any Park area or facility. Groups of fewer than twenty-five (25) may use any designated reservable or non-reservable area of any park area on a first-come, first-served basis; however, these groups must vacate any reservable area at the time a permit group arrives with a valid permit for use of the park area or facility.

Temporary Storage of equipment/supplies/material may be allowed for the activity/use/event/season, depending on space available at the reserved facility, as part of the approved permit. No hazardous materials, explosives, illegal substances or equipment/supplies/material not related to the

activity/use/event will be allowed to be stored for any reason or length of time. Any equipment/supplies/material stored must be removed at the conclusion of the permitted activity/use/event/season. The Department will not be responsible for any stored equipment/supplies/material that is lost, stolen or damaged.

Section 109 – Smoking & Vaping

Smoking and vaping are prohibited in all County buildings except where specifically authorized.

Section 110 – Use and Sale of Alcohol in Park Areas, Facilities, and Buildings

~~The~~ Use or sale of alcohol is prohibited in all County buildings and facilities unless the appropriate permits are obtained.~~.~~

Use of alcohol requires a Parks & Recreation Department Alcohol Fee.

Sale of alcohol ~~unless an applicant making the request has~~ requires the following be obtained: 1) a Sheriff's liquor license permit, 2) a Park & Recreation Department Alcohol ~~Sale Permit~~ Fee and may require an outdoor festival permit and requires insurance coverage in conformance with Sections 102.2 and 102.3.

Use or sale of alcohol will result in facility deposit being doubled.

Section 111 – Exclusion of Public

In the event of an emergency or by determination that in the public interest it requires that any park, facility, or portion thereof, may be closed to the public, the Parks and Recreation Department may exclude persons from the park area, as provided in Title 13 of the County Code.

Article 2 — Parks and Facilities Fees and Deposits

Section 201 – Purpose

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

Section 202 – Fees

Fees and deposits shall be established by the Parks and Recreation Director, as provided in Title 13.04.110 of the County Code, reading in part:

"Fees and Charges required shall be as established by the director."

The Parks and Recreation Advisory Board may review and recommend fees as set by the Parks and Recreation Department. The Board of County Commissioners has authority to revise or amend fees set by the Department.

Section 203 – Classification of Facility Uses and Charges

Class I: 0% of Basic Rate

a) Non-profit County Youth and Senior groups when the activity is open to the public for activities and meetings for recreational purposes.

b) Non-recreation groups or community organizations providing adult or youth recreation activities which are free and open to the public.

c) All governmental meetings and fundraising activities sponsored by government agencies, where such a reciprocal agreement exists.

> **Interpretation:** Includes all County youth and senior groups or agencies serving youth or seniors, who are non-profit, tax exempt or not-for-profit, and whose primary purpose is to provide recreation for Douglas County youth or seniors. The majority of participants must be Douglas County residents. Any fees charged of a participant in the activity must be used entirely for the support of the activity. Also includes governmental meetings and fundraising activities related to their operations. Does not include individual youth and senior team meetings, or team and organization parties.

Class II: 50% of Basic Rate

a) Recreational fundraising activities for local, community youth-serving or senior-serving groups and non-recreational groups when all funds raised support County recreation/community activities.

b) Events and other functions which are supported by the local Visitors Authority.

c) Family use for the purposes of bereavement, not open to the general public.

> **Interpretation:** Pertains primarily to fundraising activities by County community organizations and youth or senior serving agencies in support of recreation/community activities. Normally associated

with fundraising activities whose purpose is to generate funds to support youth, senior or community activities.

Class III: 100% of Basic Rate

a) Groups (i.e., religious, political, or union) conducting meetings.

b) Private parties, individual use, family use, not open to the general public.

c) Open and closed dances and fundraising events when the funds raised are not used to support a community or local recreation activity.

Interpretation: Usually associated with private functions not open to the public, including private parties, individual use, and family use. Includes community organizations, where the event will not generate funds for the organization, or will not be open to the public.

Class IV: Full Basic Rate plus a negotiated percentage of gross receipts, or a flat rate ~~-~~based on a fee set and approved by the Parks and Recreation Advisory Board.

a) Commercial or personal use for financial gain.

b) Events of uses that impact County facilities that are not detailed or fit into the current Department schedule.

Interpretation: Any new and/or significant activity whose purpose is commercial use and/or is an impact to a facility. Event ~~R~~requests ~~shall~~ need to ~~go before the Parks and Recreation Advisory Board for final approval.~~ be reviewed by the Community Services Director for approval. Additional negotiated percentage of gross receipts, or a flat rate based fee may be set and approved by the Parks and Recreation Advisory Board.

Section 204 – Additional Charges Over Basic Rate

Additional charges will be levied over basic rate under the following conditions:

a) When a facility is not normally open and staff is required to be on duty or to perform a service.

b) When staff is needed for setup, breakdown, cleanup, field preparation or other maintenance duties when required during other than normal operating hours.

c) When staff are required for facility control, including: security, operation of lights, traffic control, etc.

d) When extraordinary use requires field renovation or facility repair as a result of the activity.

e) When facility damage is incurred, including all material costs, supplies and labor.

f) When required by the nature of an event, Community Services may coordinate/order dumpsters, port-a-potties or other necessary contract services. Fees will be added to the final invoice for the facility rental and payable by the renter.

The determination of requirements for additional personnel and associated charges shall be made by the Director.

Section 205 – Refund Policy

The following refund policy will be in effect regarding all park and recreation facilities available for reservation:

(1) A group may cancel their reservation thirty (30) calendar days prior to the reservation, with a full refund, less a $10.00 administrative fee.

(2) A cancellation fee based upon 50% of all fees or 100% of deposit, whichever is less, will be assessed if cancellation is made between 29 days and 10 days prior to the date of reservation.

(3) In the event the permittee fails to appear for the scheduled use or cancels with less than 10 days notice, no refunds of fees will be given.

(4) For Topaz Lake Park Camping Only: Cancellation requests received 8 or more calendar days in advance of a reservation will receive a full refund or the ability to reschedule to different camping dates within one year of original reservation. Cancellations can only be requested by phone to or in person at the Parks Division Office during normal business hours. There will be no refund for cancellation requests received 7 days or less in advance of a reservation.

(5) The Parks & Recreation Department does not process cash refunds.

Section 206 – Refundable Deposits

A deposit to ensure appropriate use of facilities, cleaning and repair shall be established by the Parks and Recreation Department. When alcohol is to be consumed during facility use, the deposit amount will be doubled.

Full or partial deposits shall be returned to the permittee, pending an inspection of the reserved facility. The returned deposit amount is subject to any and all claims for cleaning and/or repair due to damage and if staff are required to stay beyond the allotted time and any cancellation administrative fee.

For some uses, it may be determined to be more cost effective to not collect, process and refund a deposit. Therefore, a Deposit may be waived at the discretion of the Director or his or her designee for those instances of use with minimal or no risk of damage. Such meetings may include business meetings / membership meetings with no meal, alcohol, music and attendance of less than 50 people.

Section 207 – Payment of Deposits and Fees

A credit card processing fee of ~~3.0%~~ 3.5% may be applied at the time of application submission when paid by credit card.

A total complete deposit, as indicated by the fees and deposit schedule, shall be paid in full 10 days after application approval and the permit is granted.

All the usage fees shall be paid by the applicant not later than ten (10) working days prior to the reserved date. However, camping charges must be paid at time of reservation or use. If the fees are not paid prior to the ten (10) working day limitation, the permit issued shall be null and void, and appropriate cancellation fees may be assessed. Fees for special equipment and/or personnel unknown at the time of the application will be billed after the reservation is completed, when computation can be accomplished.

Section 208 – Setup

Setup, breakdown, and basic cleanup will be the responsibility of the group utilizing the facility. When County staff are required for specialized setup, finalized instructions must be submitted seventy-two (72) hours prior to the event and may result in additional fees. Changes after the final setup shall be the responsibility of the user to perform.

Section 209 – Decorations

When decorations are to be used, prior approval must be obtained by the user from the Parks and Recreation Department. Decorations which require nails, eyebolts, or staples are not permitted. Decorations must be taken down after the event or cleanup time required by Department staff will be assessed against the deposit.

Section 210 – Security

To ensure proper use and control of facilities and equipment, security and/or a security plan approved by the Sheriff's Department may be required under the following circumstances:

(1) If an event makes a major impact on a facility.

(2) When alcohol is being served or sold.

(3) When additional precautions are deemed necessary due to the nature of the event.

When security is required, private security personnel may be arranged by the department. The applicant is responsible for all fees for security services. If county personnel are utilized for security purposes, fees will be based on the hourly salary of a Park Ranger at time and a half plus benefits. Sheriff's Department approval may be required prior to application approval.

Section 211 – Liability Insurance

A Certificate/Certificates of Insurance, naming Douglas County as an Additional Insured, must be submitted 10 days prior to the date of reservation, when required by the Department.

Section 212 – Donations in Lieu of Fees

For all facilities the Department will consider Donations in Lieu of Fees to Douglas County and the Douglas County Community Services Foundation. Donations will be reviewed on a case by case basis, with specific proposals accepted or rejected at the sole discretion of the Department. Acceptable donations will remain in effect for a period of up to one (1) calendar year from the date of the donation, or when the donation is 100% expended against the usage fee, whichever comes first, when the donation is to be applied in lieu of a fee.

Donations in Lieu of Fees may be applied towards an application Fee and/or Usage Fees, but cannot be applied towards Deposits, Alcohol Permits and Staff Time.

Donations must be made in advance of application for use.

Section 213 – Fees and Deposit Schedule

All Park Facilities — Tournament Fees

Location / Item	Fee / Charge	Deposit
Field Use — Mon–Fri	~~$25~~ $30/day/field	
Field Use — Sat / Sun / Holiday	~~$50~~ $55/day/field	
Chalk	~~$8~~ $15/bag	
Lights (when available)	$50/field/night	
Tournament Deposit		$200
~~Total~~ Minimum Tournament Fee ~~(Kahle & Zephyr Cove Parks only)~~	~~$350~~ $400/day/field	$300

All Park Facilities — Field Use Fees

Location / Item	Fee / Charge	Deposit
Individual Use – Fields	$10/hour/field	$100
~~Private Leagues~~	~~$5/hour/field~~	~~$100~~
Infield Preparation (based on staff availability)	$75/preparation	
Lights (when available)	~~$35~~ $50/~~hour~~ night/field	
Event	$400/day	$200

Field use includes County-provided mat drag, rakes, hoses, template, chalker and bases.
Facility user may use own small licensed equipment (such as a quad or golf cart) for field preparation with a licensed driver age of 18 or over, however, no cars or trucks are allowed.
Failure to comply results in loss of deposit.
Lights are not included in the minimum tournament fee or entire facility rentals.

"Field Use" includes a team game or practice.

Banners / Advertising

Location	Fee / Charge
Adult Softball Fields — Outfield Fences Only	$300/field/season

Banner design must be approved by the Department. The Department is not responsible for loss of or vandalism to a banner; the banner owner is responsible for banner storage and for maintenance/replacement due to damage, theft, or loss.

~~Tennis Court Rentals~~ Outdoor Court Rentals (Tennis, Pickleball and Volleyball Courts)

Location	Fee / Charge	Deposit
Individual Use	~~$2~~ $5/hour/court	

Location	Fee / Charge	Deposit
Tournaments / Club Events	~~$30~~ $50/court/day	~~$50~~ $100
Commercial Use Permit / Lessons	$50/month or $300/year	

A Commercial Use Permit allows use of courts during non-peak times on a first-come, first-served basis.
Permit holders must follow posted court use guidelines.
Instructors must be certified by a recognized association (e.g., USTA) with appropriate insurance coverage

Other Facilities / Uses

Location	Fee / Charge	Deposit
Picnic Tables (limit 4 tables)	~~$10/use~~ $25/Table/day	
Commercial Balloon Launch	$100/launch/day or $500/month	$100
Commercial Equipment Rental Parking/Staging (mountain bikes, quads, snowmobiles, horses, etc.)		$500
Alcohol Use & Sale Fee ~~Permit for Sale~~	$100/event	Facility Deposit Doubled
~~Application Fee (non-refundable)~~	~~$5~~	
Event Maintenance Fee (staff beyond normally scheduled hours or weekends)	~~$30~~ $50/employee/hour	
Key Deposit		$50
Transportation Request - Processing Fee	$20/bus or van	
Parking Fee (Class IV use)	$10 per vehicle by event	
Lincoln Park Lake Tahoe Buoy Field Permit Application	$100	
Lincoln Park Lake Tahoe Buoy Field Permit	$5,000/3-year permit	
Emergency Use of County Park and Recreation Facilities	~~$2,000~~ $3,000/day/facility	

Unless a reciprocal agreement exists to justify no charge, fees are not waivable and are separate from any other fee or class imposed.
Additional permits may be required by the Sheriff's Office.

Fairgrounds

Main Arena & Concession

Fee includes one free arena prep and water-down before the event daily; for weekend use, fee includes ~~two~~ one free arena prep~~s~~ as staffing allows.

Category	Base Fee	Deposit
Primary Users (~~$300~~ annual fee for access to both Main & North Arenas)	~~$300~~ $500 annual and ~~$25~~ $50/use day (weekday) or ~~$50~~ $100/use day (weekend/holiday)	$100
All Other Uses	~~$300 per~~ $500/ day	$300
Lights (no lights at North Arena; fee not waivable for Primary Users)	~~$35 per~~ $50/night ~~hour~~	

North Arena

Fee includes one free arena prep and water-down before the event daily; for weekend use, fee includes ~~two~~ one free arena prep~~s~~ as staffing allows.

Category	Base Fee	Deposit
Primary Users	~~$15~~ $30 per use	
All Other Uses	~~$100~~ $150 per day	$200
Location	**Base Fee**	**Deposit**
Horse Stalls (fee not waivable)	~~$15~~ $20/head/day	
Pole Barn	~~$50 per~~ $100/~~-~~day	$100
Pavilion	~~$400 per~~ $600/ day	$200
Youth/Senior Team & Organization Parties (fee not waivable)	$70 per day	$200
Utility Surcharge — Pavilion use only (fee not waivable)	~~$75~~ $100/day of use	
Camping	$25/day/unit ~~per day per unit~~ **or** $300/event	
Tractor	$50/hour, metered	
Water Truck	$50/hour, metered	
Panels	$5/panel User setup $15/panel County Staff setup	
Mobile Bleachers	$500/event/unit	$500

Category	Base Fee	Deposit
Entire Facility (excludes stalls, event maintenance & misc. services; deposit may be doubled per Sec. 206 for alcohol)	~~$1,000 per~~ $1,500/~~-~~day	~~$1,000~~ $1,500

The Department reserves the right to charge for parking; fees will be negotiated in the contract.

Herbig Park

Location	Fee	Deposit
Event Area (does not include Skate Facility)	$200/day	$500

Johnson Lane Park

Location	Base Fee	~~Fee (2-hr min)~~	Deposit
Group Pavilion	~~$25/hour~~ $150/day	~~$50~~	$100
Entire Facility	$1,000/day		$1,000

Kahle Park

Location	Base Fee	~~Fee (2-hr min)~~	Deposit
Group Pavilion	~~$40/hour~~ $150/day	~~$80~~	$100
Entire Facility	$1,000/day		$1,000

Lampe Park

Location	Base Fee	~~Fee (2-hr min)~~	Deposit
Group Pavilion	~~$50/hour~~ $150/day	~~$100~~	$100
Group Picnic Area #1 (pavilion, sand volleyball, horseshoes)	~~$70/hour~~ $200/day	~~$140~~	$200
Group Picnic Area #2 (sand volleyball, 3 picnic tables, BBQs)	~~$40/hour~~ $125/day	~~$80~~	$100
Entire Facility	$1,000/day		$1,000

Model Airplane Complex

Location	Base Fee	Deposit
Entire Complex	$2 per car; $25 per hour; $200 per day	$100

Ranchos Aspen Park

Location	Base Fee	~~Fee (2-hr min)~~	Deposit
Horseshoe or Playground Pavilion	~~$25/hour~~ $150/day	~~$50~~	$100
Entire Facility	$1,000/day		$1,000

Skate Facility

Location	Base Fee	~~Day~~	Deposit
Entire Facility	$100/hour	~~$800~~	$500

Shooting Range

Item	Fee
Entrance Fee	$5/car
Annual Pass	$50/car
Pistol Range Fee	$50/hour
Rifle Range Fee	$50/hour
Entire Shooting Range Facility	$500/day

Stodick Park

Location	Base Fee	~~Fee (2-hr min)~~	Deposit
Group Pavilion	$150/day	~~$50~~	$100
Entire Facility	$1,000/day		$1,000

Topaz Lake Park

Camping Charges

Camping Charges	Fee/Unit or Vehicle/Night	Holiday Rate
RV hook-ups (reservable)	~~$40~~ $50	~~$65~~ $75
Dry Camping (reservable)	~~$30~~ $40	~~$40~~ $50
2nd Dependent Vehicle	$10	
Primitive Camping	$20	
Boat launch (one-time charge per stay for campers)	$10	

Camping Charges	Fee/Unit or Vehicle/Night	Holiday Rate
Reservation fee per site (non-refundable)	$5	
Collection fee - charged when a camper fails to pay facility use charges	$20	

Season Pass

Category	Fee
Annual pass – Disabled Veteran	$0
Senior pass (60 years & over), D.C. resident	$25
Annual pass – Douglas County Resident	$70
Annual pass – Non-Douglas County Resident	$100

Day Use Charges

Item	Fee
Day use (ends at 8:00 pm)	$5
Large groups & functions	$5/vehicle + $3/person
Boat launch	$10

Storage Charges

Item	Fee
Monthly/Unit	~~$35 monthly~~ $50
6-Months/Unit	~~$145 6-month~~ $250
Annually/Unit	~~$261 annually~~ $500

All payments collected at the campground are self-pay by credit or debit card transactions and include only the following services: Primitive Camping, Boat Launch, Day Use and/or donations.
From the Friday before Memorial Day through Labor Day, all weekend reservations must include both Friday and Saturday night stays.
Memorial Day, Fourth of July and Labor Day (when observed as a 3-day weekend) are Holidays with special Holiday Rates running Friday through Monday (Fourth of July may run Friday–Sunday or Friday–Monday depending on the observed dates); Holiday Rates apply to reservable sites only.
The 2nd Dependent Vehicle must be associated with a paid, reserved site (one/site.) 2nd Dependent Vehicle is defined as a state-registered vehicle driven in and associated with the primary registered vehicle at the site (towed vehicles do not count.) All vehicles and equipment must fit within the reserved camping area. 2nd Dependent Vehicle is not eligible for Primitive Camping.
Reservable Camping charges may only be paid online, by phone or in person at the Parks Division Office during normal business hours.
***Season Passes** require two valid forms of identification as a Douglas County resident. A Disabled Veteran must present a Veterans Medical Card with picture indicating a service-related disability. Passes include unlimited boat*

launch and day use, restricted to non-holiday weekends (Memorial Day, Fourth of July, and Labor Day weekends are excluded).
If a Camp Host Program is implemented, the Camp Host camps for free.
Reservations must be paid in full when made, and the reservation fee is non-refundable.

Topaz Ranch Estates

Location	Base Fee	~~Fee (2 hr min)~~	Deposit
Recreation Building	~~$30~~ $40/hour	~~$60~~	$100
Annual Permit – 1 use/month	$100/Year		
Annual Permit – 2+ uses/month	$200/year		

Annual Permit is limited to community, non-profit organizations, excluding religious, union, and political organizations.

Warrior Way — ~~Park and School District~~ Beach Parking Fees

Category	Fee
Douglas County Resident	$0
~~Non-Resident Library Card Holders~~	~~$0~~
~~Non-Resident Tennis Club Members~~	~~$0~~
~~School or County Scheduled Use~~	~~$0~~
~~Park or School Use Reservation~~	~~$0~~
~~Special Event – School District or County~~	~~$0~~
Non-Resident Weekday Fee	$20 per day
Non-Resident Weekend Fee	$40 per day
Holiday/High Demand Fee	$100 per day

Parking fees are collected seven days a week for beach users only when Douglas County School District is on summer break/not in session, and on weekends when school is in session August through September. Individuals attending the library, tennis club, park activities, school and special events will not be charged.
The Director has the authority to temporarily adjust rates and rules based on usage and need, pending recommendation by the Parks and Recreation Advisory Board and approval by the Board of County Commissioners.
No parking is allowed in fire lanes, posted areas, in front of the Zephyr Cove Tennis Courts or the Douglas County Library.
No fires or barbecues of any kind are allowed for beachgoers.
Beach parkers may not go near or enter school athletic facilities or buildings.

Zephyr Cove Park

Location	Base Fee	~~Fee (2 hr min~~)	Deposit
Group Picnic Area (BBQs, sand volleyball, horseshoes)	~~$50/hour~~ $125/day	~~$100~~	$100

Location	Base Fee	~~Fee (2-hr min~~)	Deposit
Pavilion ~~A or B~~	~~$40/hour~~ $150/day	~~$80~~	$100
~~Pavilion A and B~~	~~$70/hour~~	~~$140~~	~~$100~~
Combination Pavilions/Group Picnic Area	$400/day		$200
Entire Facility (excludes tennis courts)	$1,000/day		$1,000

Kahle Community Center

All room rentals are subject to staff and setup charges.

Room	Base Fee	~~Fee (2-hr min)~~	~~Fee (8+ hrs)~~	Deposit
Freel Room (136 sq ft)	~~$15~~ $20/hour	~~$30~~	~~$120~~	$200
Angora Room (463 sq ft)	~~$20~~ $25/hour	~~$40~~	~~$160~~	$200
Rubicon Room (835 sq ft)	~~$25~~ $35/hour	~~$50~~	~~$200~~	$200
~~Angora and Rubicon~~	~~$35/hour~~	~~$70~~	~~$280~~	~~$200~~
Pyramid Room (835 sq ft) — Roots & Wings Preschool, not available for rental	N/A	~~N/A~~	~~N/A~~	N/A
Tallac Room (1,060 sq ft)	~~$40~~ $50/hour	~~$80~~	~~$320~~	$200

Gymnasium

Space	Base Fee	~~Fee (2-hr min)~~	~~Fee (8+ hrs)~~	Deposit
½ Court	$100/hour	~~$200~~	~~$500~~	$100
~~Entire Gym~~ Full Court	$200/hour	~~$400~~	~~$750~~	$300
Tournament Fee	~~$400~~ $500/day			$200
~~Entire Phase II~~ Gym & Fitness Center	$300/hour	~~$600~~	~~$1,000~~	$1,000
Entire Facility (including classrooms, gym and courts)	~~$400~~ $500/hour	~~$800~~	~~$1,500~~	$1,000

Douglas County Community & Senior Center

All room rentals are subject to staff and setup charges.

Room	Base Fee	~~Fee (8+ hrs)~~	Deposit
Carson Valley Heath Room (565 sq ft)	~~$20~~ $30/hour	~~$160~~	$200
North Activity Room (1,210 sq ft)	~~$25~~ $35/hour	~~$200~~	$200

Room	Base Fee	~~Fee (8+ hrs)~~	Deposit
South Activity Room (1,164 sq ft)	~~$25~~ $35/hour	$200	$200
Music Room (384 sq ft) — not available for rental	N/A	~~N/A~~	N/A
Ranch View Room (1,788 sq ft)	~~$40~~ $50/hour	~~$320~~	$500
Kitchen (360 sq ft)	~~$20~~ $30/hour	~~$160~~	$200
~~Dirty Craft Room~~ Small Craft Room (272 sq ft)	~~$15~~ $25/hour	~~$120~~	$200
~~Dirtier Craft Room~~ Ceramics Room (710 sq ft)	~~$20~~ $30/hour	~~$160~~	$200
Sr. Center Conference Room (244 sq ft)	~~$15~~ $25/hour	~~$120~~	$200

Grand View Dining Room (5,287 sq ft)	Base Fee	Deposit
Weeknight (Mon–Thu)	$800/day	$1,000
Friday Afternoon & Sunday	$1,000/day	$1,000
Holidays & Saturday	$1,500/day	$1,000
Patio (without indoor access)	$50/hour	$200

Item	Fee
Racquetball / Wallyball Court Reservation Fee	$6

~~Pickleball Court Rentals~~

Location	Fee / Charge
~~Individual Use (non-peak hours)~~	~~$2/hour/court~~

~~*Tournaments, Club Events, and Lessons — see Gymnasium table below.*~~

Gymnasium (Tournaments / Club Events / Lessons)

Space	Base Fee	~~Fee (2-hr min)~~	~~Fee (8+ hrs)~~	Deposit
½ Court	$100/hour	~~$200~~	~~$500~~	$100
Single Court Gym	$200/hour	~~$400~~	~~$750~~	$200
Double Court Gym	$300/hour	~~$600~~	~~$1,000~~	$500
Tournament Fee	~~$800~~ $500/court/day			$500
~~Entire Gymnasium~~ Gym & Fitness Center	~~$600~~ $800/hour	~~$1,200~~	~~$3,000~~	$2,000
~~Entire Gym & Activity Room~~	~~$700/hour~~	~~$1,400~~	~~$4,000~~	~~$2,000~~

Tournament/Club Events/Lessons are coordinated with Douglas County using an Independent Contractor contract approved by the Director. Instructors must be certified by a recognized association and provide appropriate insurance coverage. Room and gym rentals are subject to staff and setup charges.

DCCSC & KCC Pass Rates

Category	Age	Daily Walk-In	30-Day Pass	90-Day Pass	Annual Pass
Event Spectator	All ages	Established by event			
Child	5th grade & under	$0	$0	$0	$0
Youth	6th–7th grade	~~$3~~ $4	~~$19~~ $25	~~$35~~ $40	~~$69~~ $79
Teen	8th–12th grade	~~$6~~ $7	~~$24~~ $30	~~$41~~ $46	~~$89~~$99
College Student (valid ID)	18–24 yrs	~~$6~~ $7	~~$41~~ $46	~~$86~~ $91	~~$219~~ $229
Adult	18 yrs & over	~~$8~~ $9	~~$54~~ $59	~~$114~~ $119	~~$249~~ $259
Senior/Veteran (non-disabled)	60 yrs & over	~~$6~~ $7	~~$41~~ $46	~~$86~~ $91	~~$219~~ $229
~~Veterans Discount~~	—	~~10% off age-appropriate fee~~	~~10% off~~	~~10% off~~	~~10% off~~
Disabled Veteran / Active Duty Military	—	$0	$0	$0	$0

Child rate applies when with, and directly supervised by, a paid adult.
Youth pass holders have no access to weight equipment and the jogging track.
Young at Heart and Tahoe Douglas Senior Members are eligible for a $10 discount off the Annual Pass rate.
Disabled Veteran / Active Duty Military must present documentation indicating service-related disability and/or Active Duty Military ID.

DCCSC Supplemental Rock Wall Membership

Category	Age	Daily Walk-In	Annual Pass
Event Spectator	All ages	Established by event	
Child	5th grade & under	$0	$0
Youth	6th–7th grade	$5	$49
Teen	8th–12th grade	$5	$49
College Student (valid ID)	18–24 yrs	$5	$49
Adult	18 yrs & over	$7	$99

Category	Age	Daily Walk-In	Annual Pass
Senior/Veteran (non-disabled)	60 yrs & over	$5	$49
~~Veterans Discount~~	—	~~10% off age-appropriate fee~~	~~10% off~~
Disabled Veteran / Active Duty Military	—	$0	$0

Child rate applies when with, and directly supervised by, a paid adult.
A supplemental rock wall membership may be purchased by all active DCCSC members for a discounted rate on multiple, frequent rock wall visits; it is prorated to the month of purchase if not bought with the annual pass.
Rock Wall Membership rates do not include equipment rental ($3) which is charged per participant in addition to the supplemental rate when DCCSC equipment is used.
Rates are subject to change based on demand and market conditions.

General Facility Policies

Hours of operation may change per season and as needed for scheduled facility closures for maintenance.

All children 5th grade & under are free of charge; this does not include program registrations for Kids Club, drop-in classes, dance & exercise programs, contracted classes, sport leagues, and other programmed activities in the facility.

Paid Daily Walk-In guests and Pass holders are entitled to use of the gymnasium, weight room, jogging track, and gym restrooms (some age limitations may apply for weight equipment and the jogging track), only during normal hours of operation and when those areas are not being used for scheduled Department programs or reserved activities and events.

Daily Walk-In fees and Pass fees do not include program registrations for drop-in classes, dance & exercise programs, contracted classes, sport leagues, and other programmed activities in the facility.

An Annual Pass may be paid in full or by an Installment Plan. Under the Installment Plan, the first quarter installment is paid at the facility when the pass is purchased, with the remaining balance automatically billed to a valid credit card over the next three consecutive months. A $1.50 charge is added to each installment in addition to the ~~3.0%~~ 3.5% credit card processing fee.

Pass Cancellation and Refund Procedure

Daily Walk-In, 30-Day Pass, and 90-Day Pass fees are not eligible for a refund.

Annual Pass fees paid in full at registration are eligible for a refund under circumstances involving severe medical conditions, customer satisfaction concerns, or relocation out of the area. The Department reviews the request and purchase dates in evaluating eligibility and calculates what the customer would have paid at the 30-Day Pass rate for each 30-day period used, refunding the difference between that amount and the amount paid for the Annual Pass, plus a $5.00 refund processing fee. The Department will not refund or modify pass effective dates due to lack of use or inability to use for personal injury or other reasons, though it may pause a membership for up to 60 days due to personal injury with a doctors note.

Annual Pass fees paid through the Installment Plan are eligible for a refund under the same circumstances. The Department recalculates the balance owed at the 30-Day Pass rate for time used, adjusts the payment schedule accordingly, and charges a $10.00 processing fee for removing the customer from the Installment Plan. The same restriction on modifying effective dates applies.

The Parks & Recreation Department does not process cash refunds.

Payment Schedule / Installment Plan Declined Transaction Procedures

Annual Pass fees paid through a payment schedule that come back with a notice of credit card declined will be handled using the following procedures:

- Customer will be contacted for a new, current credit card account number.
- A revised Payment Schedule will be created to capture the balance due, with an additional $25 processing fee billed within 10 business days of notification.
- If the customer cannot be reached, the pass status is frozen and a letter or email is sent stating fees due by a predetermined date.
- If unresolved, the customer account is flagged as ineligible for future purchases until the balance is paid in full.
- Closed accounts remain flagged and if unable to collect, the Department will write off the debt as uncollectable revenue within the appropriate fiscal year.

Miscellaneous Charges

~~Replacement~~ Alternate Identification Card: $10.00. All pass holders must have QR code available for check in to the facility or carry the Douglas County Parks & Recreation Department Pass Holder ~~Photo~~ Membership Card, as the facility operates on a bar-code system. The first card is free; a $10.00 fee applies to replace lost cards during the term of a pass.

Facility Use Guidelines

Rules of use and Code of Conduct will be developed in accordance with Title 13 of the Douglas County Code and posted at the facility.

General rule of facilities: “Proper behavior and attire is required. Respect must be shown for facility and staff at all times. Failure to follow posted rules or any abuse or vandalism of facility property will result in suspension of facility privileges.”

Personal Trainers

Personal Trainers who desire to conduct personal training services for third party clients at the Douglas County Community and Senior Center or at Kahle Community Center are eligible to do so only during normal business hours, and must:
Sign Personal Trainer Release, Indemnification & Hold Harmless Agreement.
Provide a Certificate of Insurance & Additional Insured Endorsement.
Provide a copy of Personal Trainer Certification from National Accredited Agency.
Provide a copy of AED, CPR & First Aid Certification.
Pay $100 a month.

Use of County Vehicles

Douglas County nonprofit and/or community organizations may request use of a vehicle for community events by completing a Douglas County Community Services Vehicle Use Application no later than two weeks prior to the request. Mileage is billed at the current U.S. General Services Administration rate (see

gsa.gov), plus a ~~$20~~ $30 per hour driver cost. Only Douglas County employees are authorized to drive County vehicles, and availability is not guaranteed.

Article 3 — Fees for Recreation Programs Offered and Supported by Douglas County Parks and Recreation Department

Section 301 – Purpose

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

Section 302 – Programs: Adult Activities, Trips, Leagues, and Tournament Fees

Any adult program or activity sponsored or administered by the Department shall be charged a fee sufficient to cover the cost, including, but not limited to: Instructor, facility, utilities, awards, administration, leadership, equipment, supplies, insurance, and transportation.

Section 303 – Programs: Youth Activities, Trips, Leagues, and Tournament Fees

Youth programs sponsored by the Department shall be offered at a reduced or subsidized fee to help defray the cost of operation and to promote maximum participation by youths in the Douglas County area. Fees shall be based on the cost to operate the program and set so as to encourage youth participation. The Department may determine that a youth program may be offered at no cost to participants.

Section 304 – Restriction on Program Sizes

The Department may set minimum and maximum numbers on any given recreation program for planning and financial purposes. The Department may cancel any program due to a lack of participation or bad weather conditions. In these cases, full refunds will be issued to those attempting to participate in the activity (Section 309). Any registrations received by mail after a program has been filled, will be given a full refund, or an opportunity to sign-up for another activity.

Section 305 – Program Registration

(a) No registration will be taken without payment.*
** Exception is allowed for team fees in Adult Sport Leagues under circumstances where a letter of intent to sponsor and pay has been received at time of registration from a recognized business. The registration would be permissible without payment as long as the letter of intent is received by the program deadline, and actual payment is received before league play.*

(b) Forms of payment are accepted in the following manner: Cash, credit card, credit transfer (Section 308), or checks made payable to Douglas County Parks and Recreation.

(c) Registration will be on a first-come, first-serve basis.

(d) A processing fee of ~~3.0%~~ 3.5% may be applied for each credit card transaction processed by the Parks and Recreation Department, with the exception of concession sales.

(e) Registration may occur in the following manner:

(1) Walk-in at the Douglas County Community & Senior Center, 1329 Waterloo Lane, Gardnerville, and the Kahle Community Center, 236 Kingsbury Grade, Stateline, during posted hours of operation.

(2) Mail-ins will be processed by returning the registration form, payment by check or credit card only, and a self-addressed stamped return envelope. In cases where programs are offered and an early registration incentive is available, registrations must be postmarked by the registration deadline to receive the early registration fee (Section 306).

(3) Online Registration may be made via links on the Douglas County website. All online registrations must include credit card information and program forms as may be required.

(4) Phone Registrations may be made by phone with payment made by credit card (Visa or MasterCard).

(5) Faxed or Emailed registrations once received and processed, can have payment be made over the phone.

(6) Program registration for contract instructors. Some program registrations and payments may be taken at the class location by the individual instructor. In these cases, the registration, refund, financial assistance, and discount policies are not available through the Department.

(7) Additional forms may be needed as required by the program.

Section 306 – Early/Regular Registration and Additional Charges

The Department may provide, on certain adult and youth recreation programs, an early registration incentive. Early registration applies when a registration is received prior to a program deadline. In the absence of early registration incentives, regular registration fees will be charged. Regular registration fees may be applied when a registration is received prior to or after a program deadline.

Additional fees may be charged in the event Staff time has been incurred as a result of late pickup of participants.

Section 307 – Financial Assistance, Discounts, and Scholarships

The Department offers a program of financial assistance for youth activities administered by the Department to any individual who has first applied, been screened, and received a recommendation by the Social Services Department or a Social Services serving Agency for a reduction in or waiver of fee or charges.

The Department may also offer family discounts on certain programs that will enable a family with more than one youth to receive a discount for signing up two (2) or more youth from one family.

The Department may offer a paid scholarship financed by third party organizations for students 6th grade up to and including the 12th grade. These recipients will be held to the highest standards of behavior and ethics. The scholarship may be revoked when deemed appropriate by Douglas County staff members.

Section 308 – Credit or Transfers

a) Individuals may elect to transfer to another class(es) or activity(ies) that are available. A transfer must be requested prior to the initial activity. For Day Camp programs, a $5.00 per child/per date transfer fee will be charged for all transfer requests made prior to 12:00 pm the Monday prior to the week of Camp. If notice is given after this time, no transfer will be given unless a doctor's note is provided. In the event of a Monday Holiday, requests to transfer must be made the following business day.

b) If transferring to a class of greater value, payment of the additional amount is required at the time of the transfer. See above a).

c) Individuals may elect to cancel a class or activity and place a credit on their customer account. A request for a credit must be made prior to the initial activity. For Day Camp programs, a $5.00 per child/per date processing fee will be charged for all credit requests made prior to 12:00 pm the Monday prior to the week of Camp. If notice is given after this time, no credit will be given unless a doctor's note is provided. In the event of a Monday Holiday, requests to cancel a class must be made the following business day.

d) The Department will conduct an annual audit of customer accounts.

Any credits of more than $5.00 will be refunded 100%. If a refund check is returned due to incorrect address or absent information, the customer account will be considered inactive, and the account will be assessed a $10/month inactivity fee until the balance is depleted. Any credits of $5.00 or less will be charged an administrative fee equal to the amount of credit.

Section 309 – Program Refunds

a) A full refund, with the exception of any processing fee charged at time of registration, will be given for cancellation prior to the activity. For Day Camp programs, a $5.00 per child/per date cancellation fee will be charged for all refund requests made prior to 12:00 pm Monday prior to the week of Camp. If notice is given after this time, no refund will be given unless a doctor's note is provided. In the event of a Monday Holiday, refunds must be requested the following business day.

b) A $5.00 processing fee will be charged if the individual requests a refund check prior to the activity.

c) A 100% refund or credit will be given if the Department cancels the activity. Any processing fee charged at time of registration will not be refunded.

d) All cancellations and refunds must be made at Douglas County Community & Senior Center or the Kahle Community Center.

e) Refunds are processed within two (2) weeks.

f) The Parks & Recreation Department does not process cash refunds.

Section 310 – Non-Sufficient Fund Checks & Declined Automatic Debits

Program Registration fees paid with a check that come back with a notice of 'non-sufficient funds' or declined automatic debits will be handled using the following procedures:

NSF transactions will be processed once by the Treasurer's Office and declined automatic debits will be processed by Community Services Staff.

If an NSF or declined automatic debit program transaction is flagged as owed, a phone call is made to the customer stating fees due, payable in cash on or before a predetermined date, including a $25.00 NSF processing fee.

If the deadline is missed, the program transaction is voided and a certified letter is sent stating fees due, payable in cash within 10 days of the letter.

If the deadline is missed again and the original transaction totals $100 or more, the item is turned over to the Douglas County District Attorney, Bad Check Unit.

If unable to resolve, the customer is flagged in the computer system as eligible only for cash purchases in the future.

NSF and declined automatic debit accounts remain flagged as noted above, and unresolved debt is written off as uncollectable revenue within the appropriate fiscal year.

Section 311 – Satisfaction Guaranteed

The Douglas County Parks & Recreation Department is constantly striving to provide you with the highest quality recreation activities, events, and programs. We are confident that you will enjoy these programs and we will back up our commitment to provide high quality services.

Your suggestions, comments, or ideas for improvement are appreciated. They will help us do the best job possible.

If you are not completely satisfied, tell us and we will arrange for you to:

1. Repeat the class at no charge, or
2. Receive full credit that can be applied to any other program, or
3. Receive all your money back.

Satisfaction guarantee requests may be made in person or by calling us. Requests should be made within five (5) working days after the first-class meeting. Refund checks will be mailed within two (2) weeks.

The following ~~are not eligible for refunds:~~ may be eligible for a refund on a case by case basis at the discretion of the Director: Sport Leagues; Facility Rentals; DCCSC or Kahle Daily Walk-in Fees, DCCSC or Kahle 30-Day Pass Fees, or DCCSC or Kahle 90-Day Pass Fees.

Section 312 – Program Promotion

The Department may provide coupons, discounts, passes, gift certificates and other promotional items for the purpose of marketing and generating revenue through increased interest or attendance within Department programs and facilities and in support of fundraisers for local non-profit organizations.

The Department may accept sponsorship and/or commercial nonpartisan advertisement from local businesses, public service clubs/organizations, and/or individuals specifically for the purpose of sponsoring and/or advertising at Department programs and events. The Department will not accept sponsorship from political, issue advocacy, and/or religious affiliated businesses, organizations, entities, or individuals. The Department will not accept from any business, organization, entity, and/or individual, ads of a political, issue advocacy, and/or religious nature.

Article 4 — Sale of Food, Beverages & Sundries

Section 401 – Purpose

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the County in providing the recreation service.

Section 402 – Fees

The Department may charge fees for items sold at concession stands operated by Douglas County, with fees tied to the cost-plus markup. Fees may be adjusted during special events during an increase in demand to offset operating costs.

Article 5 — Document Reproduction

Section 501 – Purpose

Fees and charges may be levied to cover Parks and Recreation Department reproduction expenses incurred by the Department.

Section 502 – Duplication Services

Applications, the Programs and Facilities Manual, Title 13, facility rules and regulations, as part of the process of reserving park and recreation facilities, will be made available to the public at no charge. Agendas for all Park and Recreation Advisory Board meetings will be free, other than those requested by mail, where a self-addressed, stamped envelope must be included for those individuals requesting agendas other than those required by law to receive them, i.e. newspapers, radio stations, etc.

However, duplication of written materials in support of the Program, revenue analysis, internal procedures and manuals will all be charged at a rate equal to the actual cost of making the copies.

Section 503 – Exemption of Document Reproduction Fees

Any state, county, or local form of government, or individual group or consultant who is working or providing services to Douglas County or the Department, will be exempt from paying document reproduction fees as determined by the Director.

Article 6 — Fingerprinting

Section 601 – Purpose

Fees and charges may be levied to offset, cover and subsidize expenses incurred by the Parks & Recreation Department in providing Fingerprinting Services.

Section 602 – Fingerprinting Services

Fingerprinting Services will be provided for the purposes of establishing a background check of individuals. Services offered will include hard copy fingerprint cards. Those seeking fingerprint services may include individuals working or volunteering in Parks & Recreation Department programs, gaming industry employees and others.

Fingerprinting Services will be charged at a rate of $20.00 per card or transmittal.

Section 603 – Exemption of Fingerprinting Services Fee

Douglas County will cover the cost of fingerprinting for any individual who is working or providing volunteer services to Parks & Recreation Department sponsored programs.

Article 7 — Donations

Section 701 – Purpose

Donations of goods, equipment or cash may be received by the Parks & Recreation Department.

Section 702 – Receipt and Tracking of Donations

The Parks & Recreation Department can administratively accept private donations of goods, equipment or cash, for its intended use to support programs and/or facilities, up to $5,000 in total value without formal approval through the Board of County Commissioners. All donations will be documented and recognized. Cash donations will be receipted and held in a restricted fund account until used for its intended purpose.

Article 8 — Lincoln Park Lake Tahoe Buoy Field

Section 801 – Purpose

To establish procedures for applicants to have the opportunity to use buoys permitted by the Nevada Division of State Lands to Douglas County and managed through the Parks & Recreation Department.

Section 802 – Application Procedure for Use Permit at Lincoln Park Lake Tahoe Buoy Field

The Parks & Recreation Department manages 14 buoys on Lake Tahoe at Lincoln Park. The Permit Application is administered under the authority of Chapter 13 of the Douglas County Code. Application and Permit Fees are established in Section 213 of this Manual. The Application and Terms and Conditions for a Buoy Permit are established in the attached Exhibit A – Douglas County Parks & Recreation Lincoln Park Facility Application and Permit Packet.

Priority will be given to residents when a waitlist is utilized.